

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER PR-HQ-09-13800		PAGE 1 OF 11	
2. CONTRACT NO. GS-35F4797H		3. AWARD/EFFECTIVE DATE 09/01/09		4. ORDER NUMBER 1528		5. SOLICITATION NUMBER DC0700306	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No collect calls)	
9. ISSUED BY Environmental Protection Agency Information Resources Management Service Center (3803R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		CODE		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> (A) NAICS: 541519 SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
						12. DISCOUNT TERMS	
						13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	
						13b. RATING	
						14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO		CODE		16. ADMINISTERED BY		CODE	
17a. CONTRACTOR/OFFEROR CGI FEDERAL INC 12601 FAIR LAKES CIRCLE Fairfax, VA 22033		CODE		18a. PAYMENT WILL BE MADE BY U.S. Environmental Protection Agency RTP-Finance Center (D143-02) 109 T.W. Alexander Drive Durham, NC 27711		CODE	
TELEPHONE NO.							
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	The Contractor shall provide Administrative Architecture Implementation support services. BASE Period of Performance: 09/01/2009 – 08/31/2010 Labor Hours NTE: 12,500 Ceiling NTE: \$1,440,806.40			1	JOB	\$1,440,806.40	
0002	Option Period I Period of Performance: 09/01/2010 – 08/31/2011 Labor Hours NTE: 4,000 Ceiling NTE: \$465,091.72			1	JOB	\$465,091.72	
0003	Option Period II Period of Performance 09/01/2011 – 08/31/2012 Labor Hours NTE: 3,000 Ceiling NTE: \$361,951.24 (Attach Additional sheets as Necessary)			1	JOB	\$361,951.24	
25. ACCOUNTING AND APPROPRIATION DATA See attached Accounting and Appropriation data.						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$2,267,849.32	
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE _____ OFFER <input type="checkbox"/> DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) DAVID F. FULLER		31c. DATE SIGNED 09/01/2009	
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER <div style="border: 1px solid black; display: inline-block; padding: 2px;">PARTIAL</div> <div style="border: 1px solid black; display: inline-block; padding: 2px;">FINAL</div>		34. VOUCHER NUMBER	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE				32c. DATE		35. AMOUNT VERIFIED CORRECT FOR	
				36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
				38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	
				40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				42a. RECEIVED BY (Print)			

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (Location)	
		42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

AUTHORIZED FOR LOCAL REPRODUCTION

SEE REVERSE FOR OMB CONTROL NUMBER AND PAPERWORK
BURDEN STATEMENT

STANDARD FORM 1449 (10-95)
Prescribed by GSA - FAR (48 CFR) 53.212

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, DC 20405.

OMB NO: 9000-0136
Expires: 09/30/98

SES3 1527 Administrative Architecture Implementation

Contract: GS-35F4797H, Task Order: 1527

Lead PR Number: PR-HQ-09-13800

Summary Information

Title: SES3 152 Administrative Architecture Implementation
Period of Performance: From: 09/01/09 To: 08/31/10
Award Date: 09/01/09
Total Funding: \$350,000.00

Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/Project	Cost Org	Obj Class	Amount	P / C
BASE	7BC935	09	C	267B000	203FA7A	00000000		2504	\$350,000.00	P

Funding Breakout

Acct.Info	Funding Category	Amount
FY2009 - 7BC935	Cost Ceiling	\$350,000.00
Total:		\$350,000.00

Procurement Management Roles

TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE:

U.S. E.P.A.
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ALTERNATE TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE:

U.S. E.P.A.
Attn: VALERIE A. BRANDON
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Fax Number:
E-Mail Address: brandon.valerie@epa.gov

Task Order Totals

Category	POP	Amount
Cost Ceiling	Option 1	\$1,440,806.40

**SOFTWARE ENGINEERING & SPECIALIZED SCIENTIFIC SUPPORT (SES³)
Administrative Architecture Implementation (AAI)**

Performance Work Statement

INTRODUCTION

ORD seeks assistance in fully leveraging the use of Federal, Agency-wide, COTS, and ORD-wide systems and resources to meet ORD's administrative system needs. The AAI effort will build upon the work of the ORD Administrative Efficiencies Project (AEP) initiated in 2006, which is focused on saving administrative resources while improving the efficiency of service delivery and the recent Administrative Systems Initiative (ASI) effort. The AEP Lines of Business (LOB) owners and workgroups developed requirements, and the mission of this task order is to further build on these efforts and the outcomes from the ASI to develop a comprehensive and complete technology solution that meets ORD's administrative needs.

BACKGROUND

The Administrative Architecture Implementation (AAI) Task Order is an integrated part of the Administrative Efficiencies Project (AEP) launched in May, 2006 that builds on and serves as the second phase of the Administrative Systems Initiative (ASI) Task Order. The AEP (see <http://intranet.epa.gov/ord/mmyp/aep.html>) was chartered to analyze administrative service delivery within ORD and identify organizational-wide alignment options and implementation approaches to achieve a reduction in annual administrative support costs over the following five years.

AEP teams were created along defined business process areas, called Lines of Business (LOB), each chartered to focus upon one particular administrative function or group of related functions. Most recently, ORD approved the first phase of the overall reorganization and is currently standing up the initial 3 LOBs to be operational for FY 2010. Phase 2 includes the remaining lines of business, which will be both part of Office of Program Accountability and Resources Management (OPARM) and Office of Administrative Support (OARS).

In short, each workgroup was to develop the organizational structure, business processes, and resource requirements to best relieve ORD scientists of administrative responsibilities while achieving significant cost reductions and service improvements. Each workgroup examined the output of their respective business area with the goal of streamlining business processes in their particular LOB in favor of more integrated approaches with more efficient and effective workflows and information exchange.

Reducing redundant information systems in favor of integrated systems and efficient work/data flow is a key goal of this Task Order. This Task Order will finish examining the re-engineered business processes and operational realignments and improvements to define information systems and data requirements, perform a gap analysis by analyzing existing ORD, Federal, Agency administrative systems, and plan and develop an administrative suite to support ORD's future administrative organizations OARS and OPARM. ORD is characterized by a data driven environment. Currently, access and reuse of information is difficult. The as-is state is characterized by a lack of standardization, outdated infrastructure, and heavy dependence on proprietary technology, limited integration, and inefficient use of IT capacity. A migration away from this is needed to be successful in the future state.

Because of the organizational implementation delays outside the scope of the ASI and dependencies on the workgroups' progress, the overall timeline and project plan for ASI was modified to account for these delays. Instead of a linear, sequential completion, work was done in most areas of the ASI TO, which has resulted in partial completion of many of the task areas. The AAI TO shall build upon the work already completed by the ASI and AEP and leverage all work completed to date. Due to delays at the Agency level of major systems like EPA Acquisition System (EAS) and the Financial System Modernization Project (FSMP), some of the requirements, planning, and analysis shall be revalidated to ensure it is still accurate as more information becomes available. Flexibility in approach to meeting each task area defined in this PWS may also be necessary because of the organizational change associated with the effort. While the tasks are listed in sequential order, a proposed approach should be adaptable to respond to such changes.

TASK 1: TASK ORDER MANAGEMENT

Subtask 1-A: Progress Reporting: The contractor shall provide progress reporting that monitors performance and finances associated with this task order. ORD reserves the right to provide the format and elements. The Progress Report shall include the following:

(a) The Contractor shall furnish three (3) copies of the combined monthly technical and financial progress report stating the progress made, including the percentage of the project completed, and a description of the work accomplished to support the cost. Include the estimated percentage of task completed during the reporting period for each task. The contractor shall include the next month anticipated/planned activities in the current month progress report with a crosswalk between what was "planned next month activities" to "actual next month activities."

(b) Specific discussions shall include difficulties encountered and remedial action taken during the reporting period, at risk items, and anticipated activity with a schedule of deliverables for the subsequent reporting period.

(c) The Contractor shall provide a list of outstanding actions awaiting Contracting Officer authorization.

(d) The report shall specify financial status at the task order level as follows:

(1) For the current reporting period, display the amount claimed.

(2) For the cumulative period and the cumulative task order life display: the amount obligated, amount originally invoiced, amount paid, amount suspended, amount disallowed, and remaining approved amount. The remaining approved amount is defined as the total obligated amount, less the total amount originally invoiced, plus total amount disallowed.

(3) For labor hours:

- A list of employees, their labor categories, and the numbers of hours worked for the reporting period.
- For the current reporting period, display the expended direct labor hours, and the total loaded direct labor costs.

- For the cumulative task order period display: the negotiated and expended direct labor hours and the total loaded direct labor costs.
- Display the estimated direct labor hours and costs to be expended during the next reporting period.
- Display the current dollar obligated in the task order, net amount invoiced, and remaining amounts for the following categories: Direct labor hours, total estimated cost, subcontracts by individual subcontractor, travel, program management, and Other Direct Costs (ODCs).
- Unbilled allowable costs (e.g. subcontractor hours). Display the total costs incurred but unbilled for the current reporting period and cumulative for the task order.
- Display the estimates of remaining direct labor hours and costs required to complete the task order.
- Provide a graph of expenditures against the total estimated cost of the Task Order.
- A list of deliverables and/or activities performed for each task order during the reporting period.

Subtask 1-B: Task Order Project Management Plan

The contractor shall prepare a Task Order Project Management Plan describing the approach, organizational resources and management controls employed to meet the cost, performance and schedule requirements throughout Task Order execution. The contractor shall ensure the efficient execution of all tasks and the capability to report on the status of work performed. The contractor shall propose risk mitigation strategies and a plan for addressing schedule delays in the TOMP. The contractor shall update the Task Order Project Management Plan to review the activities, status, and results of the Task Order with EPA on a regular basis.

Subtask 1-C: Communications Plan

The contract shall create a Communications Plan that includes the frequency and form of communications and stakeholders to make AAI successful. As part of development of the communications strategy the following shall be addressed:

Confirm Stakeholders and Communication Requirements – At project commencement, determine stakeholders, internal and external, and identify their communication needs. Stakeholders for this effort may include members of the OSIM, members of the LOB teams, the AEP PMO, OARS, OPARM, other ORD L/C/O staff, and other EPA offices like OCFO, OARM, and OEI.

Design Communication Strategy and Plan – Based on identified stakeholders and communication requirements, the contractor shall develop a communication plan to define the overall objectives, responsibilities, frequency, timing, and distribution of communications.

The communications plan shall be updated accordingly and iteratively based on changes and shifts in timelines through the life of the project. It is intended to be a living document.

Subtask 1-D: Document Repository

The contractor shall maintain a central repository within the EPA portal environment of all user manuals, guides, deliverables, and all other relevant documentation accessible to TOCOR. These artifacts shall be created and updated accordingly and stored in a common repository.

Subtask 1-E: SES3 Contractor Staff Report

The contractor shall submit a SES3 Contractor Staff Report in Excel which includes the following information:

Contractor's Last Name
Contractor's First Name
Task Order #
TDD#
EPA Technical Monitor
Location
Gov't Site or Vendor Site
AAA Token Serial #*
EPA Lotus Notes – ID and/or Email**
EPA Issued Computer – Yes/No
EPA Computer Decal #
EPA Badge #*
Notes

* Insert N/A if not applicable

** Identify which or N/A if neither

TASK 2: REQUIREMENTS MANAGEMENT, VERIFICATION, VALIDATION

This task supports the management of system requirements for each AEP LOB and across the AEP LOBs. A significant portion of the requirements for the AEP LOBs have been collected from the AEP Workgroups, AEP PMO, and the work of the ASI task order. Requirements collected were at a high, functional level. These requirements need to be translated to true system design requirements, further refined, prioritized, verified and validated. All requirements collected to-date will be made available (see attachments). The contractor may be required to collect additional requirements post OARS standup based on the implementation of modified business processes and requirements at the Lab Center Office (L/C/O) level for business functions not fulfilled by OARS. For instance, the clerical function, which was a line of business studied by the AEP is being retained at the L/C/O level.

1. The contractor shall maintain a requirements repository and update accordingly.
2. The contractor shall produce a final requirements document across all LOBs with identified priority.

TASK 3: ENTERPRISE SYSTEM PLANNING & GAP ANALYSIS

This task includes consolidating all information from previous contractor support on enterprise systems either in use or planned at the Agency or ORD level. Much information exists for some of these systems both from Agency documentation and the work of the ASI TO and the OMIS Transition Task Order (OTTO) while in other cases information to-date has been little. In cases where more information is required, the contractor shall collect design documentation, facilitate information sharing, and collect enterprise system information to determine if the system will meet ORD requirements. The contractor shall perform an analysis of identified, current systems used for administrative purposes at the L/C/O level to determine requirements that remain

unmet by an Agency system or current ORD system as well as to determine data flows and gaps. Also, the contractor shall identify if there are existing system functionalities which do not map to a new requirement from the collected AEP/ASI requirements. The contractor shall perform a gap analysis using current Federal, Agency, ORD applications and the requirements to identify and fill the gaps between current and required capability.

1. The contractor shall produce a final list of requirements and functionality fulfilled by Agency enterprise systems across all LoBs in matrix format. The matrix shall include a crosswalk of requirements to current Agency or ORD systems or planned systems.
2. The contractor shall document any functionality currently fulfilled by operational systems in use at ORD that do not map to known AEP requirements and include in the Final Gap Analysis Document.
3. Collaborate with stakeholders and team members to evaluate the data collected in prior phases or initiatives, focusing on the LOB requirements and how they map to existing enterprise and ORD systems.
4. Produce gap analyses, identifying requirements that can be met by an enterprise system, met by an existing ORD system, and requirements not met at all. In the ideal situation, all system requirements for the LOB shall be met by existing or pending EPA enterprise system(s). If this is not the case, the Contractor shall provide recommendations for fulfilling the gaps.
5. The contractor shall identify all gaps between requirements and solutions in terms of both functionality, timeline, reporting, and any other relevant criteria.

TASK 4: DATA ASSESSMENT

This Task shall identify the data information needs of each AEP business line and across business lines and potential sources for this data information. This task shall verify the as-is environment by identifying all current systems that contain data and information, inventory the data elements contained in each system, identify how data is created and moves between systems, and map each system and the data contained within each system to the Lines of Business. This task shall build on and further define data requirements by identifying groups of data and individual data elements required to support each LOB, mapping all data elements the LOBs it supports (may be multiple), identifying duplicate data; and grouping the data elements by type.

The contractor shall:

1. Identify data information used to perform business functions and its source(s).
2. Define and document the major types and sources of data necessary to support each LOB in a way that is complete, consistent, and understandable by stakeholders. The data shall map to its source and the requirements and systems identified in Task 2 and Task 3.
3. Develop ORD Administrative Data Architecture to facilitate systems implementations such that systems that create data precede those that read or update that data.
4. Prepare well-developed and standardized data definitions and quality standards using existing organizational assets where available and systematically maintain comprehensive data descriptions and analyses of data assets and requirements.

5. If necessary, identify needs for an ORD datamart and data warehouse for reporting

TASK 5: TARGET ARCHITECTURE and SOLUTION PLANNING

The contractor shall develop a plan for the future state of administrative applications within ORD, e.g., the plans for an application suite and the administrative architecture. Identify modernization opportunities based on requirements and build on a consolidated target architecture in a Service Oriented Architecture (SOA) approach. The target environment shall be characterized by agility, flexibility and reusable enterprise business solutions. The target architecture must adapt quickly to changing business functions and changing technologies. The target architecture shall be structured in a model reflecting the way ORD delivers business services in its new, ORD-wide organizations. The target architecture must be responsive so that as business processes change, the architecture can quickly evolve with minimal impact. The target architecture should be depicted at both logical and physical system level.

The Contractor shall:

1. Evaluate and recommend implementation options identified in the development of the various target architecture analysis (e.g. build versus buy versus re-use options).
2. Analyze, document, and report implications for system maintenance.
3. Develop a detailed operational concept, as products and product components are selected, that defines the interaction of the product, the end user, and the environment. This concept must satisfy the operational, maintenance, support, and disposal needs.
4. Identify and develop scenarios, consistent with the level of detail in the stakeholder needs, expectations, and constraints in which the proposed product or product component is expected to operate.

TASK 6: MIGRATION PLANNING & EXECUTION

The contractor shall develop an implementation operation migration plan to move from the current state of Administrative Applications to the end state. The Plan shall articulate the strategy, approach and progress of the activities needed to transition to the desired future state in light of relevant priorities, dependencies, and constraints. The transition strategy shall describe an enterprise-wide sequencing plan and a summary of performance improvements and targets. Additionally, the transition strategy integrates Cross Agency Initiatives into the Plan, moving from individual ORD-level systems to common or shared ORD-wide services

The Contractor shall:

1. Prioritize projects and sequencing solutions. Development of sequence planning.
2. Assess activities, dependencies, costs, and benefits of the various migration projects, sorting the various implementation projects into priority order, and using the prioritized list of projects to form the basis of the detailed Migration Plan.
3. Build on and refine the target architecture started by the ASI to govern the overall implementation and development, testing, and deployment process.
4. The Migration Plan shall include the following sections: Design Strategy, Implementation Strategy, Data Migration Strategy, Training & User Migration Strategy.

Task 7: DEVELOPMENT

The contractor shall design and develop an integrated solution suite to fulfill requirements. Final selection of integration and development efforts will be made by EPA. A system in this context may or may not be a technology application but a unified approach to streamline, integrate, perform, and achieve outcomes across financial, travel, acquisition, human resources, facility, information management, and other LOBs. A standardized architecture that links common data elements for uniformed reporting from all required and available systems to support reporting needs that's agile, flexible and reusable across enterprise business solutions. Development shall be staged based on solutions that are required across all LOBs and based on solutions specific to an individual LOB. This may result in requiring short-term tactical, tangible results from a solution prior to the ultimate end-state achievement. However the overall development approach must be integrated throughout the life of the project.

An immediate requirement is the implementation of an automated, flexible work request system with a concentration on ease of use and a consistent end-user experience.

The contractor shall support the development and configuration of a Work Request System. The final selection of the tool has not been made but ORD is evaluating Documentum and Jira. Requirements for this system are attached.

The contractor shall support the creation and modification of the front end interface for the above selected Work Request System. An example of this shall be the creation of web based forms based on best practices and usability review.

The contractor shall support all other integration and development efforts between Agency, ORD, and COTS solutions across the LOBs to maximize Agency investments and reduce redundancy to create the Administrative Suite for ORD. Integration testing will be required. All development shall be in accordance with EPA Systems Lifecycle Management Policy and Procedures (<http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/2100.5.pdf>), including all required documentation for the Design, Development, and Test sub phases where applicable.

The contractor shall transition the system for deployment in a production environment, this includes conducting sample/UAT testing to verify the system functionality from the user perspective Data conversion migration shall be required as needed. All Security certifications must be conducted and CPIC/CPIC-LITE (if needed) requirements must be reported. Prior to beginning the next phase of operations, the system must have a written authorization to operate and proceed from ORD and OEI. Coordination shall be required with the O&M Contractor.

TASK 8: Integrated Project Team Coordination and Involvement:

The Contractor shall participate and coordinate actively, responsively, and productively with other Government designated contractors participating in activities that support the AEP Project, OARS Implementation, OPARM implementation, and Agency-wide administrative systems implementation and development across all lines. The Contractor shall participate throughout the entire project to ensure efficient and quality development is delivered in line with the objective of leveraging Agency systems.

DELIVERABLES

SES3 1527 Administrative Architecture Implementation
GS-35F-4797H

All deliverables shall be provided in electronic format conforming to EPA standards and any other format(s) requested in the work request. Other formats may include at a minimum CDs, DVDs, printed documents and articles, or other printed materials.

Draft and interim deliverables shall be required for Government review, input, and corrective action prior to submission of the final deliverable. All selection criteria for architecture, technology and product selection shall be approved by the Government.

Task	Deliverable	Due Date
1	Monthly Technical Status Reports (Subtask 1-A.1)	On or before the 15th of each month
1	Monthly Financial Status Reports (Subtask 1-A.1)	On or before the 15th of each month
1	Cost Tracking Reports included in the Monthly Financial Status Report (Subtask 1-A.3)	On or before the 15th of each month
1	Task Order Project Management Plan (Subtask 1-B)	15 calendar days after Task Order Award
1	Communications Plan (Subtask 1-C)	30 calendar days after Task Order Award
1	Document Repository (Subtask 1-D)	30 calendar days after Task Order Award
1	SES3 Contractor Staff Report (1-E)	Emailed by COB Friday, new report if changes from previous week's report with changes highlighted or email indicating no changes to the following: Contract Specialist, PO, Deputy PO, TOCOR, Alternate TOCOR, Thomas Lawless, Nancy Broom, and Mary McAdams
2	Requirements Repository	Maintained throughout the task order period of performance
2	Final Requirements Document	To Be Proposed by Vendor
3	Final Requirements Crosswalk	To Be Proposed by Vendor
3	Final Gap Analysis Document	To Be Proposed by Vendor
4	Final Data Assessment Document: including administrative architecture	To Be Proposed by Vendor
5	Final Operational Concept document with Target Architecture	To Be Proposed by Vendor
6	Sequence Plan	To Be Proposed by Vendor
6	Final Migration Plan	To Be Proposed by Vendor
7	Final Development Documentation as defined by EPA Policy	To Be Proposed by Vendor
7	Final Development	Iterative

Performance Requirements Summary

Task / Deliverable	Performance Standard	Acceptable Quality Level	Monitoring Technique	Performance Measure	Incentive / Disincentive
On-time delivery of all deliverables, to include both draft and final deliverables, progress reports, status reports, and financial reports	All contractual deliverables (e.g., progress reports and status reports) and deliverables mutually agreed upon for which a due date has been established between ORD and CGI shall be delivered by the close of the business day of the due date according to the most recently agreed upon project plan.	100% of products delivered on the calendar date on which they are due	TOCOR inspection of receipt (and time stamp) of products	All products with due dates will be assessed for delivery	If one or more products with an established due date is delivered after the due date, a reduction of 35% of the at-risk amount is applied to the first invoice of the next period.
Accuracy of developed software product	Completed software for each wave of development meets user requirements as assessed by User Acceptance Testing (UAT) results.	To be negotiated post award and incorporated in the Performance Requirements Summary.			
Ability to maintain adequate and appropriate staffing levels to support the AAI task order	Key staff will provide support for the number of hours outlined in this proposal, at a minimum. These staff will demonstrate our commitment to supporting this task order by actively participating in task order activities appropriate for their role.	Key individuals will provide task order support for the hours listed in this proposal at a minimum	TOCOR evaluation of invoices and labor reports	Evaluation of hours by individual and labor category, as outlined in the invoice	If key individuals do not provide task order support for at least the hours listed in this proposal 25% of the at-risk amount is applied to the first invoice of the next period.
Demonstrable expertise with Documentum and/or Jira	Ability to produce subject matter experts who possess in-depth knowledge about relevant task order technologies.	100% of subject matter experts identified show advanced knowledge of the capabilities and limitations of Documentum/Jira	TOCOR evaluation of demonstrated expertise, to be performed on a quarterly basis	Report outlining all task order resources during the period with areas of expertise	If ORD finds that expertise in Documentum and/or Jira was not demonstrated, a reduction of 25% of the at-risk amount is applied to the first invoice of the next period.
Deliverable accuracy and quality to include final deliverables, invoices, progress reports, financial reports, etc.	Final deliverables will meet the scope agreed to between CGI and ORD at task kick-off and adhere to all ORD quality standards.	To be negotiated post award and incorporated in the Performance Requirements Summary.			
Maintain a document repository in accordance with Subtask 1-D	The document repository shall be kept up to date at all times. All documents and deliverables identified to be stored in the document repository shall be uploaded within 24 hours of delivery and/or identification by TOCOR	100% of products are uploaded into the document repository within 24 hours of delivery and/or identification by the TOCOR	Random sampling	Review documents uploaded into the Document Repository quarterly to verify that they were uploaded within the specified timeframe	If one or more products are not uploaded into the document repository within 24 hours of delivery and/or TOCOR identification, a reduction of 15% of the at-risk amount is applied to the first invoice of the next period.

